



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department Aging & Youth Services

Job Title: HEAP COORDINATOR

Salary Range: \$52,595 - \$62,325* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

Classification: Competitive (**Exam Required**)

Job Description

The work involves planning and coordinating the eligibility of age 60+ and/or disabled clients for the Home Energy Assistance Program (HEAP) for Office for the Aging. Coordinates and leads temporary HEAP clerks in the completion of applications and the determination of grant eligibility ensuring compliance with State guidelines. Assistance is provided to clients as necessary in completing applications for services as well as general program inquiries and eligibility both verbally and in an outreach capacity. This position will also provide various types of program outreach at various offsite locations throughout the County. Incumbents in this class must have an understanding, and empathy, for the characteristics, needs and challenges of the elderly and/or disabled. Work is performed under the general supervision of a higher-level administrator with wide leeway allowed in the exercise of independent judgement in planning and carrying out the work of the position in accordance with established policies and objectives. Supervision may be exercised over temporary staff for completion of the HEAP program. Does related work as required.

Minimum Qualifications

A) Possession of a Bachelor's Degree; **OR**

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Services, Business Administration, Social Sciences, or closely related field and two (2) years of experience in a community service organization, human services* or government assistance program or a HEAP program.

*(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

*Human Services experience is that which involves the direct delivery of social, economic or emotional support services to individuals who are experiencing difficulty coping with the pressures and strains of everyday life. The experience requires objective judgement on the part of the individual in dealing with or responding to specific clientele needs. Teaching experience is not considered human services experience.



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Typical Work Activities (*Illustrative)

- Plans, coordinates and implements a complex energy assistance program offered by Office for the Aging;
- Evaluates participant eligibility for the HEAP program per established State guidelines;
- Provides outreach services, making presentations, speaking and providing information at Senior Centers and other public venues, for purposes of identifying elderly persons in need of services; targeting public information campaigns for this purpose;
- Assists clients in filling out forms, obtaining eligibility information and gathering required documentation;
- Operates a personal computer, entering and retrieving data, and maintaining confidential and accurate records;
- Writes and coordinates the Senior Sentinel newsletter;
- Attends staff meetings and conferences to maintain familiarity and knowledge within scope of available services;

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement membership and competitive Compensation Plan
- This position is being filled on a **provisional** basis pending the results of a Civil Service exam to be scheduled at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted, or until the flyer is removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.